DIGITAL PRESERVATION & PROCESSING MANAGER

About Noolaham Foundation

Noolaham Foundation (NF) is a legally registered (GA 2390), non-profit, non-partisan, secular entity, founded to provide enhanced access to information sources and foster knowledge-based development in Sri Lanka. Noolaham Digital Library (noolaham.org) and Noolaham Multimedia Archive (aavanaham.org) maintained by the Noolaham Foundation serve as Learning Centres incorporating local knowledge. The digital library and archive function as a repository for various community institutions and fulfill the information needs of students, researchers, historians, activists and the public.

JOB DESCRIPTION

Job Title	Digital Preservation & Processing Manager
Grade	C3
Reports To	Chief Executive Officer
Base Location	Jaffna, Sri Lanka
Type	Full Time / Salaried (Based on Job Grid of NF)
Period of Assignment	One year (Probationary period - Three months, and the possibility of extension based on performance and organizational needs)
Date of Duty Assignment	Immediate

JOB SUMMARY

The key responsibility of the Digital Preservation & Processing Manager is to manage the Digital Preservation sector along with processes of Digital Preservation and Backup & Recovery, and ensuring Noolaham's and Aavanaham's backup' quality and that they are managed in accordance with the regulations. She/he works collaboratively with the Programme and Project Unit, the Digital library Team, Tech Infrastructure and Development and Multimedia team.

Key Responsibilities

- Managing Digital preservation & Backup & Recovery teams
- Make sure that the backup process going smoothly and documents are digitize according to Noolaham Foundation Standard
- Develop and implement policies and procedures for the digital preservation
- Submit Annual, Monthly, and Weekly Plans
- Perform quality control checks on all digital resources
- Train new staff
- Ensure both the quantity and quality of work is completed, monitor and consult with staff, handle the staff's monthly performance, and prepare reports.

Competencies and Skills

- **Leadership**: Excellent team and organizational leadership skills working with senior management / board of directors to individual contributors; extensive experience communication and information management system; ability to provide leadership and direction to project teams on required fields to ensure successful production of required document; consummate team player with a positive, flexible and creative approach
- **Campaigning**: Ability to market the objective of NF and its project portfolio and taking leadership in NF related events and campaigns and support the team with innovative ideas and input
- **Analytical**: Ability to synthesize complex or diverse data and information; analyze, and develop strategies and action plans to ensure efficient product for NF.
- **Problem solving**: Ability to quickly identify gaps/ matters/ issues in communication and information sharing arena and resolve problems through proper channel and coordination with management.
- **Technical expertise**: Must have strong technical background in web-based software applications, publication, printing, public relations, donor relationship, proofreading, editing, and other technical requirements to perform the assignment.
- **Oral and written communication**: Must speak clearly and persuasively in positive or negative situations; must write clearly and effectively at a high level; excellent ability to communicate program vision and collaboratively align diverse organizations; must have strong presentation and group facilitation skills
- **Quality management**: looks for ways to improve and promote quality and demonstrates accuracy and thoroughness

Essential Qualifications

- Degree in Library Science or related field with Three years experience with digital preservation **OR** Diploma in Library Science with 6 years experience .

- Computer typing skills in Word and Excel in both Tamil & English

- Good planning, organizing and coordinating skills

- Good interpersonal skills

- Ability to work collaboratively and as part of a team

- Strong understanding of metadata standards and schemas

- Experience developing and managing workflows for digital curation

- Commitment to Noolaham Foundation policy of equal opportunity and the ability to work harmoniously with colleagues of all cultures and backgrounds.

- Excellent writing, communication in both Tamil & English language

How to apply

The application should be submitted or sent with a CV, details of two non-related referees, and a covering letter by email to **noolahamfoundation@gmail.com** on or before **06.12.2023** with the subject line Attention CEO - Application for Digital Preservation & Processing Manager.